

ARMY SENIOR LEADER CALENDAR REQUEST For use of this form, see DA Memo 1-1; the proponent agency is DAS.		1. LEAD STAFF AGENCY	2. DATE (YYYYMMDD)
PRIVACY ACT STATEMENT DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 USC 552a)			
AUTHORITY: DA Memo 1-1. PRINCIPAL PURPOSE(S): To request a briefing with a senior leader. ROUTINE USES: Information furnished will not be disclosed to agencies outside of DOD. DISCLOSURE: Disclosure of personally identifiable information is voluntary. However, this form cannot be processed without coordination and point of contact information.			
3. FOR <input type="checkbox"/> SA <input type="checkbox"/> CSA <input type="checkbox"/> USA <input type="checkbox"/> VCSA <input type="checkbox"/> DAS <input type="checkbox"/> OTHER			
4. SUBJECT			
5. TYPE <input type="checkbox"/> DECISION <input type="checkbox"/> INFORMATION <input type="checkbox"/> SEE ME <input type="checkbox"/> OFFICE CALL <input type="checkbox"/> PREBRIEF			
6. LENGTH			
7a. PREFERRED DATE(s)		7b. PREFERRED TIME(s)	
8. WHY IS THIS MEETING BEING REQUESTED?			
9. BRIEFLY EXPLAIN THE IMPACT IF THE MEETING <u>DOES NOT</u> TAKE PLACE AT THE REQUESTED DATE/TIME			
10. LOCATION <input type="checkbox"/> SA OFC <input type="checkbox"/> CSA OFC <input type="checkbox"/> USA OFC <input type="checkbox"/> VCSA OFC <input type="checkbox"/> DAS OFC <input type="checkbox"/> ARMY CONF RM <input type="checkbox"/> OTHER			
11. PRESENTATION MEDIA <input type="checkbox"/> DESK SIDE/PAPER <input type="checkbox"/> ELECTRONIC <input type="checkbox"/> VTC INVOLVED			
12. KEY AREAS IMPACTED <input type="checkbox"/> FUNDING <input type="checkbox"/> EQUIPMENT <input type="checkbox"/> PERSONNEL <input type="checkbox"/> TRAINING <input type="checkbox"/> POLICY <input type="checkbox"/> CONGRESSIONAL <input type="checkbox"/> LEGAL <input type="checkbox"/> OTHER			
13. BRIEFING TOPICS			
14. BRIEFER(s)			
15. PRINCIPAL ATTENDEES			
16. INTENT			
17. ARMY'S INTEREST			
18. DESIRED OUTCOME			
19. RECOMMENDED ALTERNATIVES <input type="checkbox"/> PAPER BRIEF <input type="checkbox"/> INFO PAPER <input type="checkbox"/> DEFER BRIEF TO <input type="checkbox"/> OTHER			
20a. BRIEFING POC			20b. TELEPHONE EXT.
21a. REQUESTING AGENCY'S PRINCIPAL XO/MA PRINTED NAME		21b. SIGNATURE	21c. DATE (YYYYMMDD)
22a. ECC POC		22b. EMAIL	22c. TELEPHONE EXT.
23. COMMENT			

INSTRUCTIONS

Block 1. Lead Staff Agency: Enter the lead agency responsible for this action. Eg: G-1, G-3, G-8, ASA (ALT). (Do not use office symbols)

Block 2. Date: Enter the date you are submitting this request. The format is YYYYMMDD as indicated.

Block 3. For: Select the appropriate box for whom the meeting is intended. Mark only one box. When "other" is chosen indicate for whom the meeting is intended.

Block 4. Subject: Provide a clearly defined subject that can be used on the principal's calendar.

Block 5. Type: Indicate the type of meeting by placing an "x" in the appropriate box.

Block 6. Length: Project the length of time of the meeting being requested. Consider the time necessary for your presentation, time for possible questions of the Principal and time for discussion.

Block 7a & b. Preferred date and time: Indicate the preferred dates and times you wish the meetings to take place. Space is allowed for three dates and times. List at least two date/time options.

Block 8. Why is this meeting being requested?: Explain why the meeting is being requested. Examples: the USA told XXXX to brief the VCSA; the G-8 met with XXXX and wants to brief the SA; during the (date) Soldiers System CPR the VCSA asked for additional information.

Block 9. Briefly explain the impact if the meeting does not take place at the request date/time: As the Principal's calendars are usually full indicate the consequences should scheduling not be able to occur by the last date you indicated in paragraph 7a. Eg: This meeting must take place prior to this going to the SA on (date); meeting must be scheduled NLT (Date) for this to be included in the POM.

Block 10. Location: Place an "x" in the appropriate block.

Block 11. Presentation media: Place an "x" in the appropriate block.

Block 12. Key areas impacted: Place an "x" in the appropriate block(s).

Block 13. Briefing Topics: Beyond the subject in item 4, indicate the specific topics to be discussed in this meeting.

Block 14. Briefers(s): List all of the briefers, their positions and organizations.

Block 15. Principal attendees: List the principal attendees, their positions and organizations.

Block 16. Intent: Outline the intent or purpose. Eg: To provide information to the CSA on the status of the XXXX program; to inform the SA, per his request, a briefing on XXXX and the overall XXXX Strategy; to discuss and recommend mitigation strategies to fix FYXX funding shortfalls associated with additional XXXX mobilizations.

Block 17. Army's Interest: Show or explain how this fits into, or what is the goal related to the larger picture of, what the Army is trying to do. Eg: Proliferation of XXXX by potential adversaries provides risk to Army operations; Marketing, Strategy Outreach, and Messaging will play an important role in recruiting and retention as the Army moves forward; Foster senior leader contact with our foreign counterparts and senior leaders.

Block 18. Desired Outcome: What is expected of the Senior Leader from this meeting? Eg: to gain the CSA's approval of this plan and specific thoughts regarding this strategy; to obtain the CSA's guidance on the Army way-ahead for this program.

Block 19. Recommended Alternatives: Should this meeting not be scheduled, recommend your alternatives by placing an "x" in the appropriate block.

Block 20. Briefing POC & Phone Number: As stated.

Block 21. Requesting Agency's Principal XO/MA Printed Name, Signature & Date: The XO to the Staff Agency Principal requesting the meeting shall review and approve all meeting requests prior to forwarding to the ECC for scheduling. Eg: The G-3 XO must review/approve and complete block 21.

Block 22. ECC POC: ECC use only

Block 23. Comment: ECC use only